

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 3.19
		Issue Date: July 1, 2005
		Revision Date: November 2, 2005; February 14, 2018
CHAPTER: Organization, Management and Administration		Related Policy: G.O. 5.14 (Uniform and Equipment Issue)
SUBJECT: Award/Commendation Policy		Related Laws:

POLICY: This policy provides a means whereby deserving employees, work units, volunteers, and citizens may receive official Sheriff's Office recognition for outstanding or meritorious service to the community and/or the Sheriff's Office by presentation of awards or other forms of commendation.

RULE:

1. A commendation can come from any source, either internal or external.
2. Nominations need to be submitted as soon as possible after an incident or occurrence to ensure the Sheriff's Office is able to recognize the recipients in a timely manner.
3. This policy does not preclude optional recognition of outstanding performance by Division Commanders or Management when alerted to such actions by letters or other notification regarding staff from the public or other source.

PROCEDURE:

I. Commendations Procedure

- A. All commendations will be routed to the Chief Deputy for processing.
- B. The Chief Deputy will ensure that the employee is notified of the commendation.
- C. After the employee acknowledges notification of the commendation the commendation will be placed in the appropriate file.
 1. A copy of the commendation is placed in the employee's evaluation file.
 2. The original commendation is placed in the employee's personnel file.

II. Awards: General

- A. Any employee, work unit, volunteer, or private citizen who has performed in a manner deserving of recognition is eligible to be nominated for an award.

- B. An employee who initiates an act worthy of recognition while off-duty and who acts within Sheriff's Office policy is eligible for an award nomination.
- C. A Sheriff's Office volunteer who performs an act which merits an award while serving in his/her capacity as a Sheriff's Office volunteer is eligible to receive one of the awards designated for recognition of Sheriff's Office members.
- D. Except for the Medal of Honor, Sheriff's Office recipients of additional awards of the same category will receive a pin with an oak leaf cluster for each additional award.
- E. General Criteria for an award nomination:
 - 1. An act of bravery and heroism performed in the face of personal danger which reflects exceptional devotion to humanity.
 - 2. Acts performed above and beyond what is normally expected for someone in that position.
 - 3. Performance of duties in a manner that reflects a high level of professionalism resulting in exceptional job performance.
 - 4. Any act(s) that provides an exceptional contribution to the overall operation of the Sheriff's Office, including the submission of ideas, methods, or devices.
- F. Posthumous Awards
 - 1. Any form of recognition outlined in this policy may be awarded posthumously, if the person's actions met the requirements for the award(s) being considered.
 - 2. Posthumous awards will consist of the designated recognition for the particular award. Immediate family members may also be presented with the United States Flag when the death resulted from the incident being recognized.
 - 3. Posthumous awards for Sheriff's Office employees may be presented at either the Awards Ceremony or at the funeral or memorial service for the employee, in keeping with the wishes of the family.
 - 4. Posthumous awards for citizens will normally be presented at the Awards Ceremony.

G. Display of Awards

1. Ribbons and Service awards will be displayed as noted in General Order 5.14, I, D.

III. Awards Procedure

- A. Recognition for an award must be submitted on the awards form.
- B. The awards form must be routed through the chain of command to the Sheriff.
- C. The Sheriff will notify the Chief Deputy of all approved awards to be included at the next award ceremony.

IV. Presentation Procedures

- A. Special circumstances may allow for the presentation of an award to be held at an informal presentation ceremony. This would typically be followed by the formal presentation at the Awards Ceremony.
- B. Citizen Letters of Appreciation may be mailed to the recipient. Citizen Service Awards and Lifesaving Awards may be presented at the Awards Ceremony.

V. Location of Forms

- A. Award form are located on the intranet at Department<Sheriff's Office<Administration<Forms.
- B. Employees may view their award history in PeopleSoft by going to Main Menu<Self Service<Learning and Development<My Current Profile.

AWARD CATEGORIES

MEDAL OF HONOR...The medal of honor (MHO) is the highest award presented by the Lane County Sheriff's Office. The MHO may be conferred upon any Sheriff's Office member or associate who distinguishes him/herself and furthers the high traditions of the law enforcement profession through an act of extraordinary bravery or heroism. The action(s) of the nominee must have been performed at great risk to his/her own personal safety and the nominee must have been aware of the potential risk or hazard. (Medallion, Ribbon, and Plaque)

VALOROUS SERVICE AWARD...Conferred upon Sheriff's Office members or associates who perform a highly courageous, or heroic, act without regard to personal safety while acting in an official capacity. (Ribbon and Plaque)

DISTINGUISHED SERVICE AWARD...Conferred upon Sheriff's Office members and associates whose performance reflects the highest ideals of public service as demonstrated by a highly credible or unusual act or achievement. (Ribbon or Plaque)

MERITORIOUS SERVICE AWARD...Conferred upon Sheriff's Office members or associates who have demonstrated outstanding commitment and service to the community through the professional application of public service/law enforcement principles and practices. (Certificate)

LIFESAVING AWARD...Conferred upon Sheriff's Office members and associates who perform lifesaving techniques and effectively save the life of another human being who would have probably succumbed but for the efforts of the member or associate. (Ribbon and Certificate)

SHERIFF'S APPRECIATION AWARD...Conferred upon non-Sheriff's Office personnel and private citizens who have performed an outstanding act, deed, or contribution, which greatly assisted the Lane County Sheriff's Office in the performance of its assigned mission. (Plaque)

VOLUNTEER AWARD...For a volunteer of the Sheriff's Office who has given an outstanding number of hours, has performed an outstanding act, deed, or achievement which brings credit to the community and the Sheriff's Office. (Plaque)

SHERIFF'S UNIT CITATION...Presented to a work unit and its members, or a temporary incident-driven grouping of employees, for an outstanding act or achievement which has brought credit to the group and/or the Sheriff's Office as a whole. (Plaque and individual certificate)

SERVICE AWARDS...For years of service to the Sheriff's Office. Awards made in five year increments beginning with five years of service. (Pin)

TRAINING...For sworn deputies who have completed 1000 hours of DPSST certified training. For communication officers who have completed 500 hours of training. For other civilian employees who have completed 300 hours of training. (Ribbon). An additional pin with an oak leaf cluster will be awarded to employees who complete additional 1000, 500 or 300 hour units; dependent on their discipline.